

## NOTICE TO BIDDERS

Sealed proposals for **JANITORIAL SERVICES FOR MUNICIPAL BUILDINGS** will be **received at the office of the Director of Public Service** of Gahanna, County of Franklin, State of Ohio, 200 South Hamilton Road, until 11:00AM on:

**November 14, 2014**

and at that time and place will be publicly opened and read aloud. All bids shall be considered valid until 60 days after the opening date, although not accepted or rejected.

The work for which proposals are invited consists of janitorial services at four (4) municipal buildings comprising approximately 54,320 square feet. A mandatory guided tour of the facilities will be given on November 7, 2014 at 10:00 am by the Facilities Maintenance Coordinator. Bidders are to meet in the lobby of the City of Gahanna City Hall, 200 S Hamilton Rd, Gahanna, OH 43230. No other tours will be given. Bids from those absent at the tour will not be considered.

Copies of the contract documents, specifications, proposal, bid guaranty and contract bond, are on file as of **October 23, 2014 after 9:00 AM** in the office of the Director of Public Service in the Municipal Building, 200 South Hamilton Road Gahanna, Ohio, where they are available for inspection and/or may be obtained by prospective bidders upon payment of **\$25.00** per set, which amount will not be refunded.

All bids must be accompanied by a bid guaranty payable to the City of Gahanna. The recommended form is a bond for the full amount of the bid as prescribed by Section 153.571 of the Ohio Revised Code. The bid is defined as the total annual cost of the services to be provided each year under the agreement. Bid guaranty issued in bond form must use the Bid Guaranty and Contract Bond form included in the bid book and must be issued by a surety company or corporation licensed in the state of Ohio.

Other acceptable forms of bid guaranty include a certified check, cashier's check or letter of credit of which must be equal to ten percent (10%) of the bid plus all add alternates. Certified or cashier's checks of unsuccessful bidders will be held by the City for 60 days after the bid opening.

If the bid is accepted, a satisfactory Payment and Performance Bond must be furnished, conditioned according to law in the amount of one hundred percent (100%) of the bid amount, within ten (10) days after the date of the bid opening. Sureties on all bonds must be satisfactory to the City.

All proposals shall be made on the standard bidding blanks, furnished by the City of Gahanna and shall be enclosed in sealed envelopes, addressed to the Director of Public Service, City of Gahanna, Ohio, and clearly marked: **"JANITORIAL SERVICES FOR MUNICIPAL BUILDINGS"**.

The bidder will be required to state in full detail his/her experience in this class of work under the statement of qualifications. Bids from contractors inexperienced in this particular class of work will not be considered.

The term of this contract shall be for three years with the provision for two separate extensions of one year each.

Each bidder must insure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin.

The City of Gahanna, Ohio, reserves the right to reject any and all bids, including any bids, which in the opinion of the Director of Public Service, show evidence of unbalanced prices, and also to waive technical defects as the interest of the City may require.

Dottie Franey  
Director of Public Service

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